

Town of Mansfield

Personnel Committee

November 12, 2008

Audrey Beck Municipal Building, Conference Room B

Members Present: Deputy Mayor Gregg Haddad, Councilor Helen Koehn, Councilor Chris Paulhus

Staff Present: Assistant to Town Manager Maria Capriola, Town Manager Matt Hart

I. CALL TO ORDER

The meeting came to order at 7:06p.m.

II. MINUTES

The minutes of September 10, 2008 were passed unanimously.

III. TOWN MANAGER'S GOALS

The Committee discussed linking the Town Manager's goals to the strategic plan vision points and to using Mansfield 2020 as a policy document. It also discussed reformatting the Town Manager's goals document to reflect the linkage with the strategic plan and to perhaps use a table format. The Committee will review the goals document again at its next meeting. The Committee also discussed possible formatting changes to the Town Manager's Report, quarterly reports, and to the citizen request software (to be more reflective of the software as a tool for compliments, suggestions, concerns and requests for service).

IV. TOWN MANAGER PERFORMANCE REVIEW PROCESS

The Committee stated its support of holding a separate special meeting to conduct the Town Manager's annual performance review; they felt that doing so this year worked well and they would like to continue that practice in the future.

The Committee will review the current form used to evaluate the Town Manager's performance and determine if modifications are needed. Some possible updates may be to the purpose, process, and rating sections of the form. The Committee discussed the timeline for goal setting and establishing objectives; it agreed to consider bumping up the dates next year so goal and objective setting can occur earlier.

V. ADJOURNMENT

The meeting concluded at 8:35 p.m. The next meeting will be December 3, 2008 at 7pm.

Respectfully Submitted,

Maria E. Capriola

Assistant to Town Manager